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NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex H

Navy Emergency Preparedness Liaison Officer (EPLO) Program

1. **Discussion**

a. This annex is intended to be the single source of information concerning policy and procedures for all Navy Emergency Preparedness Liaison Officers (EPLO's) assigned to Navy Region Southwest in accordance with DoD Directive 3025.16 (Series), OPNAVINST 3440.16 (Series), COMNAVRESFORINST 3000.1 (Series), NMPCINST 1611.17 (Series), BUPERSINST 1610.10 (Series), and Principle Planning Agent (PPA) instructions.

b. Navy EPLO's represent and support Navy Region Southwest through the Regional Office of Emergency Management (OEM) in planning for, coordinating and executing activities in response to civil emergencies and disasters in the States of California, Arizona and Nevada. Planning is conducted in coordination with the staffs of the State Area Command (STARC) of the States of California, Arizona and Nevada, the Federal Emergency Management Agency (FEMA) Region IX (in CONUS), and the Fifth Continental U.S. Army (CONUSA-5).

c. Navy EPLO's will also help Regional OEM and Navy commands and activities within the region receive the support and resources needed from other military, civil and federal agencies in a national security or civil disaster emergency that may impact commands and activities within the region.

d. The Secretary of the Army, as the DoD Executive Agent for DoD Support to Civil Authorities (DSCA), delegates authority to CONUSA-5 to plan, coordinate, and conduct temporary military assistance to civil authorities within the continental United States west of the Mississippi river. To prepare for the case of a large scale federally declared disaster, CONUSA-5 has pre-designated the Defense Coordinating Officer (DCO), normally a senior Army colonel, assigned as a brigade commander, to act as the on-scene DoD representative. The DCO will execute the DSCA mission under OPCON to CONUSA-5.

e. The DCO for the Navy Region Southwest area of responsibility will normally be the Commander, 3rd Brigade, 91st Division, located at Travis Air Force

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Base, California.

f. The DCO will operationally employ those DoD forces temporarily assigned for military support to civil authorities until completion of the mission or until forces are withdrawn by higher authority or the parent command. Operational employment is defined as authority to assign mission tasks, and to coordinate and control operations. Command of such forces will remain with their respective services. When the DCO is activated for a disaster response, the Navy EPLO's will support the DCO as directed by Regional OEM.

g. Navy EPLO's may also be periodically tasked to provide support to the DCO in non-emergency situations when the DCO is acting as a Defense Liaison Officer (DLO). This may involve support of special events with high national interest such as State Funeral Support or National Security Events (Olympics) and may involve Navy EPLO's acting as liaison officers to assist in setting up and maintaining Base Support Installations (BSI's) to support such events. Such tasking shall always be coordinated through Regional OEM.

2. **Command Relationships**

a. **Pre-Mobilization Phase.** Navy EPLO's assigned to Navy Region Southwest will be under the operational control of Navy Region Southwest through Regional OEM, and the administrative control of the Navy Reserve Readiness Command (NAVRESREDCOM) Southwest in San Diego.

b. **Alerts and Mobilization Phase.** When competent authority, as defined further in this annex, has declared an alert posture or mobilization, Navy EPLO's will fall under the operational and administrative command of Navy Region Southwest through Regional OEM.

c. **Demobilization Phase.** When the declared alert posture for which a Navy EPLO was mobilized has been terminated by competent authority, or the assigned tasking is complete, and when directed by Regional OEM, the Navy EPLO shall stand down and return to previous Navy reserve status.

3. **Administrative Procedures**

a. In accordance with COMNAVRESFORINST 3000.1 (Series), NMPCINST 1611.17 (Series), and BUPERSINST 1610.10 (Series), the Commander, Navy Region Southwest is the regular reporting senior for each Navy EPLO, and will submit regular reports of officer fitness (FITREP's) and forward them to the Navy Military Personnel Command.

b. The Director, Regional OEM will coordinate Navy EPLO FITREP's and ensure all appropriate documents are turned in to the flag admin office, via the Program

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Director for Public Safety, not later than:

- (1) 1 July for O6 Navy EPLO's (31 July end-date).
- (2) 1 September for O5 Navy EPLO's (30 Sep end-date).

c. The Director, Regional OEM will also conduct Navy EPLO Mid Term Counseling not later than:

- (1) 31 January for O6 Navy EPLO's.
- (2) 31 March for O5 Navy EPLO's.

d. In lieu of a separate FITREP for O6 EPLO's who detach on 30 September, a letter extension will be normally be issued in accordance with BUPERSINST 1610.11 (Series), unless there is significant performance to document that will change the grades, comments or promotion recommendation.

e. Navy EPLO's are expected to individually and directly manage with NAVRESREDCOM Southwest their reserve pay issues, physical readiness test, medical readiness, security clearance and other issues which affect their standing in the naval reserve and their ability to properly perform their mission.

4. **Activation Procedures**

a. In accordance with DoD Directive 3025.16 (Series), Navy EPLO's are considered mission essential for civil emergency planning and coordination, and may be activated on order of the DoD Executive Agent, or as early as necessary by Regional OEM to ensure an effective DoD response. Prior coordination of deployment with CFFC is required. Self-deployment is not authorized.

b. In a disaster or other emergency situation when DSCA is expected to be requested through appropriate federal channels, and upon official request of the Governor or his representative (usually the State Adjutant General (TAG), the DCO, the Principal Regional Emergency Preparedness Liaison Officer (REPLO) (normally an Army Colonel), or the FEMA Region IX staff, Navy EPLO's will immediately notify Regional OEM. Once activation is approved, Navy EPLO's will request IDTT/AT/ADT orders to support the deployment from COMNAVRESREDCOM Southwest. These orders will normally be to Navy Region Southwest (UIC 00242) for further assignment (FFA) to the site.

c. Upon arrival at the requested location, the Navy EPLO will notify Regional OEM and other Navy Region Southwest EPLO's.

d. Activated Navy EPLO will provide e-mail daily SITREP's to Regional OEM

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and info other EPLO's as appropriate in the format indicated in Figure H-1.

5. **Action**

a. **NAVRESREDCOM Southwest.** The Navy Reserve Readiness Command Southwest will provide administrative support to Navy EPLO's assigned to Navy Region Southwest in accordance with COMNAVRESFOR directives. This includes supervision and tracking of physical readiness tests (PRT), medical readiness, pay management, and security clearance management. A visitor request form (OPNAV 5521/27) listing all Navy EPLO security clearances will be sent to the Security Manager, Navy Region Southwest, annually or when there are changes to Navy EPLO's clearances.

b. **All Navy EPLO's.** All Navy Region Southwest EPLO's are expected to operate with a high degree of independence, to meet and follow all appropriate Navy Reserve administrative requirements, and to achieve and maintain a high level of readiness and billet qualification. All Navy EPLO's will:

(1) Assist Regional OEM with emergency management and DSCA assist visits, exercises, and program compliance evaluations of Navy commands and activities throughout the region. Each Navy EPLO shall be prepared to provide a standard DSCA brief.

(2) Obtain the following core competencies:

(a) Thorough knowledge of DSCA directives and laws.

(b) Thorough knowledge of COMJFCOM CONPLANS 0500 and CJTF-CS supporting plans to COMJFCOM CONPLAN 0500.

(c) Thorough knowledge of CFFC and COMPACFLT emergency planning guidance and organization.

(d) Thorough knowledge of the Incident Command System

(e) Familiarity with duties and responsibilities of the Defense Coordinating Officer (DCO).

(f) Thorough understanding of state and federal organizations and their concept of operations in disaster/recovery efforts.

(g) Working knowledge of the Department of Defense Resource Database (DoDRDB).

(3) Complete the following individual training requirements within the time period indicated:

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(a) Attend the Department of Defense Emergency Preparedness Course (DoDEPC) at Berryville, VA within the first six months of tour.

(b) Attend Incident Command System (ICS) instruction provided by the Navy Region Southwest Office of Emergency Management within the first year of tour.

(c) Attend the National EPLO Conference annually.

(d) Complete the FEMA online courses and provide a copy of certificate of completion to the Regional Office of Emergency Management within the first year of tour.

(4) Participate in the following activities:

(a) Regional training conferences or workshops.

(b) Training with supported activity.

(c) One national, regional or state emergency response training exercise (natural disaster or weapon of mass destruction) every 18 months. Participation in an actual disaster/emergency response operation will meet this requirement. Active participation in these exercises and operations is expected.

(d) Sub-regional assist visits/briefs.

(5) Advise and assist STARC, FEMA Region IX CONUS, and CONUSA-5 staffs in developing and maintaining plans for military support during disaster relief operations.

(6) Maintain familiarity with key points of contact, manpower capabilities, equipment availability, and priorities for military support to civil authorities of Navy commands and activities within the area of responsibility, and update this information as necessary in the Department of Defense Resource Database (DoDRDB) and with Regional OEM.

(7) Maintain familiarity with federal, state, and local civil disaster relief organizations and assist them in developing emergency management plans, particularly with reference to planning for possible DON support.

(8) Actively participate in exercises involving military support to civil authorities when Navy liaison is directed/requested.

(9) Pursue close liaison with the DCO and his/her staff and thoroughly

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understand his/her priorities and operating procedures.

(10) Keep Regional OEM informed of assistance provided to and coordination with STARC, FEMA Region IX CONUS, and CONUSA-5 staffs, other service staffs, etc.

(11) Maintain an EPLO flyaway kit consisting of items such as emergency response administrative materials, laptop computer, cell phone, extra uniforms, clothes and other items that may be required in the first 48 hours of the response period.

(12) Continuously maintain a turnover package with historical information, contact lists, procedures and guidelines that will aid their reliefs, or other EPLO's who may be called to cover their normal area of responsibility.

(13) Perform other EPLO related duties as directed by Regional OEM.

c. **State EPLO's.** Navy EPLO's assigned to represent Navy Region Southwest to the States of California, Arizona and Nevada Adjutant General/State Area Command (STARC) will:

(1) Be familiar with the state plan for military support of civil disasters and likely Navy installation tasking requirements. Advise TAG/OES on the contents of Navy directives regarding DSCA.

(2) Periodically visit STARC/OES offices and actively pursue close liaison with applicable officials.

(3) Monitor the status of state assets that have been placed on the critical asset list as defined in OPNAVINST 3440.16 (Series), NMPCINST 1611.17 (Series) and DoD Directive 5160.54 (Series).

(4) Liaison with EPLO's of other services within the state to remain abreast of their efforts in DSCA and emergency preparedness.

(5) Advise TAG/OES and the DCO of assistance and resources that Navy commands and activities within the Navy Region Southwest area of responsibility can provide in various emergencies.

(6) After activation in accordance with paragraph 4 above:

(a) Act as the Navy Region Southwest representative to the Governor on matters concerning Navy support in DSCA missions.

(b) Assist in validating requests for Navy assistance from the DCO and the state emergency services office.

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(c) Coordinate with Regional OEM, FEMA Region IX, and CONUSA-5 on requests for use of Navy resources and status of assistance operations within the region.

(d) Provide daily SITREP's to Regional OEM and to the other Navy Region Southwest EPLO's.

d. **FEMA Region IX CONUS EPLO's.** Navy EPLO's assigned to represent Navy Region Southwest to the Federal Emergency Management Agency (FEMA) Region IX will:

(1) Represent Navy Region Southwest as a member of the FEMA Region IX CONUS REPLO team. As such, both Region Southwest FEMA Region IX CONUS EPLO's are expected to liaison frequently (in person and via e-mail/phone) with the REPLO team and actively pursue close liaison with applicable officials in the FEMA Region IX CONUS headquarters office.

(2) Be familiar with FEMA Region IX CONUS Emergency Response Plans and likely Navy installation tasking requirements. Advise FEMA Region IX CONUS officials on the contents of Navy directives regarding DSCA.

(3) Be cognizant of the operation and mission of all federal agencies represented on the Regional Interagency Steering Committee (RISC) and the key personnel in these agencies. Attend RISC meetings.

(4) Advise FEMA Region IX CONUS and the DCO of assistance and resources that Navy commands and activities within the Navy Region Southwest area of responsibility can provide in various emergencies.

(5) After activation in accordance with paragraph 4 above:

(a) Act as the Navy Region Southwest representative to FEMA Region IX CONUS on matters concerning Navy support in DSCA missions.

(b) Assist in validating requests for Navy assistance from the DCO.

(c) Coordinate with Regional OEM, FEMA Region IX CONUS, and CONUSA-5 on requests for use of Navy resources and status of assistance operations within the region.

(d) Provide daily SITREP's to Regional OEM and to the other Navy Region Southwest EPLO's.

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e. **CONUSA-5 EPLO's.** Navy EPLO's assigned to represent Navy Region Southwest to the Fifth Continental U.S. Army (CONUSA-5) will:

(1) Be familiar with CONUSA-5/JTF Emergency Response Plans and likely Navy installation tasking requirements. Advise CONUSA-5 officials on the contents of Navy directives regarding DSCA.

(2) Periodically visit CONUSA-5 headquarters and actively pursue close liaison with applicable officials.

(3) After activation in accordance with paragraph 4 above:

(a) Act as the Navy Region Southwest representative to CONUSA-5 on matters concerning Navy support in DSCA missions.

(b) Assist in validating requests for Navy assistance from the FEMA and STARC.

(c) Coordinate with Regional OEM, FEMA Region IX CONUS, and CONUSA-5 on requests for use of Navy resources and status of assistance operations within the CONUSA 5 area of responsibility.

(d) Provide daily SITREP's to Regional OEM and to the other Navy Region Southwest EPLO's.

6. **Immediate Response Capability**

a. All Navy EPLO's are expected to be able to respond to their primary billet assignment as soon as possible to support disaster response. However, it is understood that Navy EPLO's will not always be able to meet the above immediate response capability criteria because of their civilian employment, vacations, family matters, etc.

b. Navy Regional Southwest is tasked to ensure that at least one Navy EPLO is available for immediate response to the STARC, the FEMA Region IX CONUS, and the CONUSA-5 primary billet assignment. If a Navy EPLO expects to be unable to immediately respond due to absence from the area (vacation, business, etc.), he/she shall inform Regional OEM before departing the area.

c. Immediate response capability is defined as:

(1) Being physically located within 200 miles of the primary billet assignment location, and

(2) Having the ability to drive to the primary billet assignment location within four hours in a non-emergency private vehicle (commercial air and ground

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transportation may not be available).

d. All Navy EPLO's are expected to be thoroughly familiar with the duties and responsibilities of all other Navy EPLO's so any Navy EPLO can assume any other position in the event the primary Navy EPLO is unavailable.

7. **Department of Defense Resource Database (DoDRDB)**

a. The DoDRDB is an automated computer software program that lists military points of contact, resources and services that may be available to assist civil authorities in emergency response and recovery operations. It includes essential information on resources routinely held by the DoD components and directly applicable to lifesaving, survival, and immediate recovery aspects of DSCA. The DoDRDB does not constitute a pre-commitment of resources.

b. The amount of data, its currency and validity depends upon Navy EPLO input. The following lists the types of data and who is responsible for updates:

(1) **Equipment and Unit Data**. This is obtained from service master data records and cannot be updated by Navy EPLO's. If there are significant discrepancies, feedback should be submitted to Regional Office of Emergency Management, which will forward these discrepancies to the DoDRDB coordinating authority.

(2) **Installation and Installation Profile Data**. State Navy EPLO's will update these sections of the DoDRDB for all Navy commands and activities within the Navy Region Southwest area of responsibility, which includes emergency management points of contact at each location. In addition to the normal information for each Navy command or activity, e-mail addresses, cellular phone numbers and installation web site addresses will be included in the comments section of each location. All updates will be submitted to Regional OEM for central review and forwarding to NAVFAC for inclusion in the next national update and for distribution to other Navy Region Southwest EPLO's.

(3) **Liaison Officer Data**. Each Navy EPLO will be responsible for ensuring the accuracy of his/her personal information as presented in the DoDRDB. Any changes/updates will be sent to Regional OEM.

8. **Training Requirements**. All Navy EPLO's shall complete the following online independent study courses available at the FEMA website and provide a copy of certificate of completion to the Regional Office of Emergency Management within the first year of assignment:

a. **IS-1: Emergency Program Manager - An Orientation to the Position** (Website - IS-1 - Developed 10/02). This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS). Included is an in-depth look at the four

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phases of comprehensive emergency management; mitigation, disaster preparedness, crisis management/response, and consequence management/recovery.

b. **IS-3: Radiological Emergency Management** (Website - [IS-3](#) - Developed 4/97). This independent study course contains information on a variety of radiological topics, including:

- (1) Fundamental principles of radiation
- (2) Nuclear threat and protective measures
- (3) Nuclear power plants
- (4) Radiological transportation accidents
- (5) Other radiological hazards

c. **IS-15: Special Events Contingency Planning for Public Safety Agencies** (Website - [IS-15](#) - Developed 2005). This independent study course and accompanying job aid manual are designed for a wide audience, encompassing the range of personnel with a role to play in the development of a special event plan. Participants include those who have a general awareness of their own roles, but do not have a previous detailed or extensive knowledge of special event planning. For example, the audience might include relatively new emergency managers, personnel from emergency operations organizations such as police, fire, medical services, and public works, and representatives from other community organizations-both public and private-for whom special event planning is not a regular responsibility.

d. **IS-22: Are you ready? An In-depth Guide to Citizen Preparedness** (Website - [IS-22](#) - Developed 9/04). This independent study course contains information about natural and technological hazards. Participants are led through the development of personal emergency preparedness plans and are encouraged to become involved in the local emergency preparedness network.

e. **IS-100: Basic Incident Command System** (Website - [IS-100](#) - Developed 4/04). The course specifically discusses major ICS functions and their primary responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective.

f. **IS-139 to IS-244: The Professional Development Series.** These courses provide a well-rounded set of fundamentals for those in the emergency management profession and build on this foundation to develop their careers. The websites are:

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- (1) IS-139 - Exercise Design.
- (2) IS-230 - Principles of Emergency Management.
- (3) IS-235 - Emergency Planning.
- (4) IS-240 - Leadership and Influence.
- (5) IS-241 - Decision Making and Problem Solving.
- (6) IS-242 - Effective Communication.
- (7) IS-244 - Developing and Managing Volunteers.

g. **IS-200: Basic Incident Command System for Federal Disaster Workers** (Website - IS-200 - Developed 9/04). This course has been developed to compliment the I-100 course for the Federal disaster response workforce, and to take the student's education to the ICS 200 level. A disaster scenario threads throughout the course to describe the common responsibilities associated with incident assignments from a Federal disaster response workforce perspective. IS-100 is a pre-requisite to the IS-200 course. This course is designed to identify ICS features and principles, describing in more detail elements such as Establishment and Transfer of Command, Management by Objectives, Unified Command, ICS Management Functions, Organizational Flexibility, Unity and Chain of Command, Span of Control, Incident Action Plans, Resource Management, Common Terminology and Clear Text, Integrated Communications, and personnel Accountability.

h. **IS-275: The EOC's Role in Community Preparedness, Response and Recovery Activities** (Website - IS-275 - Developed 7/95). The goal of this independent study course is to provide the reader with the understanding of the vital role an Emergency Operations Center (EOC) plays in the overall community's preparedness, response, and recovery activities. It is a prerequisite for G-275, Emergency Operations Center (EOC) Management and Operations.

i. **IS-288: The Role of Voluntary Agencies in Emergency Management** (Website - IS-288 - Developed 1/99). This independent study course provides a basic understanding of the history, roles, and services of disaster relief voluntary agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations.

j. **IS-301: Radiological Emergency Response** (Website - IS-301 - Developed 10/99). This course is a prerequisite to the resident course, S301, Radiological Emergency Response Operations (RERO). The goal of this independent study course is to provide a learning experience in which participants demonstrate a

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comprehensive understanding of radiological protection and response principles, guidelines, and regulations to prepare them for the operations course (RERO). Only those people who will be approved to attend the RERO course should take this independent study course.

k. **IS-393: Introduction to Mitigation** (Website - [IS-393](#) - Developed 4/98).

As the costs of disaster continue to rise, governments and ordinary citizens must find ways to reduce hazard risks to our communities and ourselves. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. It is also a prerequisite for a non-resident Applied Practices Series course called Mitigation for Emergency Managers.

l. **IS-700: National Incident Management System (NIMS) - An**

Introduction (Website - [IS-700](#) - Developed 2005). On 28 February 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5) which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This course introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course.

m. **IS-800 National Response Plan (NRP) - An Introduction** (Website - [IS-](#)

[800](#) - Developed 2005). Since the tragic events of 11 September 2001 our Nation has now resolved to better prepare to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, major disasters, and other emergencies, and minimize the damage and recover from attacks, major disasters, and other emergencies that occur. These complex and emerging 21st century threats and hazards demand a unified and coordinated national approach to domestic incident management. The NRP provides a framework to ensure that we can all work together when our Nation is threatened. The course is designed for DHS and other Federal department/agency staff responsible for implementing the NRP, as well as State, local and private sector emergency management professionals. Purpose of the course is to introduce the NRP, so that students can:

- (1) Describe the purpose of the NRP.
- (2) Locate information within the NRP.
- (3) Describe the roles and responsibilities of entities as specified in the

NRP.

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- (4) Identify the organizational structure used for NRP coordination.
- (5) Describe the field-level organizations and teams activated under the NRP.
- (6) Identify the incident management activities addressed by the NRP.

n. **IS-513: The Professional in Emergency Management** (Website - IS-513 - Revised 2005). This course is for any professional in emergency management or anyone who is looking for a career in the profession. Navy FPI O's could be asked to respond to questions about hazards that they may not normally encounter and about national level activities outside their community. People expect that capability of professionals. When this course is completed, Navy EPLO's should be able to:

- (1) Identify the types of hazards for which the Navy is at greatest risk.
- (2) Identify the types of damage that are likely from high-risk hazards to the Navy.
- (3) Identify the types of assistance that FEMA can provide and the steps required to request FEMA assistance.

9. **Security Clearance**. All Navy EPLO's assigned to Navy Region Southwest shall obtain an interim Secret or higher security clearance immediately upon assignment and a permanent Secret or higher security clearance within one year of assignment.

10. **Reporting Requirements**

a. **Quarterly Reports**

(1) Navy EPLO's will submit quarterly reports to Regional OEM detailing their activities during the previous quarter and outlining projected activities for the next quarter in the following format:

- (a) Reporting Quarter Activities
 - 1 (Dates) (AT, ADT, IDTT, etc.) (Activity)
 - 2 (Dates) (AT, ADT, IDTT, etc.) (Activity)
 - 3 (Dates) (AT, ADT, IDTT, etc.) (Activity)
- (b) Projected Next Quarter Activities

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1 (Dates) (AT, ADT, IDTT, etc.) (Activity)

2 (Dates) (AT, ADT, IDTT, etc.) (Activity)

3 (Dates) (AT, ADT, IDTT, etc.) (Activity)

(c) Projected Long Range Activities

1 (Dates) (AT, ADT, IDTT, etc.) (Activity)

2 (Dates) (AT, ADT, IDTT, etc.) (Activity)

3 (Dates) (AT, ADT, IDTT, etc.) (Activity)

(2) Navy EPLO's may submit a comment sheet of observations, questions and concerns with their quarterly reports.

(3) Quarterly reports will be submitted not later than the following dates:

(a) 15 January for the first quarter of the fiscal year.

(b) 15 April for the second quarter of the fiscal year.

(c) 15 July for the third quarter of the fiscal year.

(d) 15 October for the fourth quarter of the fiscal year.

(4) Regional OEM will consolidate all Navy EPLO quarterly reports into one document for review by the Navy Region Southwest chain of command.

(5) Copies of consolidated quarterly Navy EPLO activity reports will be provided to COMNAVRESFOR and COMNAVRESREDCOM Southwest by Regional OEM.

(6) Copies of consolidated quarterly Navy EPLO activity reports may be provided to STARC's, CONUSA-5 or FEMA Region IX by Regional OEM upon request.

b. **Annual Reports**

(1) All Navy EPLO's will submit an annual projected fiscal year active duty training and inactive duty training travel requirements statement to Regional OEM not later than 1 March of each year for the next fiscal year in the following format:

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- (a) Number of days of duty/travel.
- (b) Location/Destination of duty/travel.
- (c) Purpose of duty/travel.
- (d) Type of duty/travel (AT, ADT & IDTT, etc.).
- (e) Estimated travel cost.
- (f) Estimated total cost (travel, lodging, meals, etc).

(2) Regional OEM will consolidate all Navy EPLO's annual projected fiscal year active duty training and inactive duty training travel requirements into one document for submission to COMNAVRESFOR not later than 30 March of each year.

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From: (Navy EPLO e-mail address)

To: (Director, Regional OEM e-mail address)

Date: (E-mail date)

Subj: (Event Name) SITUATION REPORT (Number)

1. **General.** (Basic overview of emergency/disaster/event)
2. **Current Operations.** (Operations since last SITREP, ongoing operations)
3. **Future Operations/Expected Requirements.** (Anticipated operations)
4. **Comments/Observations.** (Self-explanatory)

Navy EPLO (Complete name and EPLO position)

Figure H-1